

CITY OF MARYSVILLE

BUILDING INSPECTOR I/II

DEFINITION

Under the general direction of the Community Development Director, plans, organizes and manages the operations of the Building Division including plan check and inspection service; provides enforcement and interpretations of all state and local building codes and the relation and implementation of policies and procedures; ensures the life, health and safety of the citizens of the City as it relates to construction, use and occupancy of all structures; serves as the principal enforcement officer of the building and housing codes including ordinances and provisions for dangerous buildings and derelict structures; works collaboratively with other departments, individuals and agencies to proactively reduce the number of dangerous buildings and derelict structures in the community; provides highly responsible and complex administrative support to the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director.

This position does not generally exercise supervision over other staff but may be required to supervise or lead enforcement operations that include the involvement of other agencies, departments or staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Conduct building plan reviews and proposed construction for code compliance.

Conduct field building inspections and issue correction notices for building code compliance.

Assist the public in providing building code and municipal code information both in the field and at the counter.

Assist in issuing permits and maintain inspection records.

Issue correction notices to individuals in violation of established building, sanitation, and related codes.

Establish and maintain tracking documentation for each violation.

Receive document and investigate complaints concerning noncompliance with building ordinances.

Identify and abate dangerous and derelict structures in the community by proactively enforcing state and city ordinances.

Initiate investigations based on analysis of preliminary information.

Contact individuals and discuss possible violations, alternatives for solving noncompliance problems and time periods for correcting problems.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Techniques, methods and procedures used to investigate and detect suspected violations through of the City Municipal Code, Uniform Building,

Plumbing, Mechanical Codes; National Electrical Code, State Historical Code and all pertinent codes as mandated by the State of California.

Ability to:

Assemble, analyze and evaluate facts and evidence, draw logical conclusions and adopt effective courses of action.

Tactfully and effectively enforce applicable rules, regulations and ordinances relating to building and zoning enforcement.

Make presentations of reports and information to the City Council, commissions and groups.

Prepare written information and maintain a harmonious relationship with the public and other City employees.

EXPERIENCE AND EDUCATION (BUILDING INSPECTOR I)

Any combination of education, training and experience which would likely provide the required knowledge and abilities qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Completion of 30 college units with major course work in Building Inspection Technology, Construction Management or a related field.

OR

Four (4) years of responsible construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes.

Education:

High school diploma, GED or equivalent.

LICENSE OR CERTIFICATE

Possession of a Building Inspector Certification issued by the International Code Council within 6 months from appointment.

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.

EXPERIENCE AND EDUCATION (BUILDING INSPECTOR II)

Any combination of education, training and experience which would likely provide the required knowledge and abilities qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Completion of 30 college units with major course work in Building Inspection Technology, Construction Management or a related field.

OR

Four (4) years of responsible construction experience equivalent to journey level construction work in the building trades involving work done in conformance with standard building, electrical, mechanical systems and plumbing codes.

AND

Two (2) years of recent, full-time experience as a Building Inspector I.

Education:

High school diploma, GED or equivalent.

LICENSE OR CERTIFICATE

Possession of a Building Inspector Certification Level B issued by the International Code Council at time of appointment.

Possession of a valid California Driver's License at the time of appointment and must be maintained thereafter as a condition of continued employment.